



DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
CITY OF CHICAGO

Special Use – Checklist
City of Chicago – Zoning Board of Appeals (ZBA)

Please note all pages of the application and any supporting documents must be **typed**. Only complete application packets will be accepted at the time of filing.

All Applicants must have an urban planner or certified real estate appraiser testify with them at their scheduled public hearing.

PROPERTY ADDRESS:

CALENDAR LINE NUMBER (Issued at filing): _____ - _____

Checklist Items:

- _____ Checklist
- _____ Official Denial of Zoning Certification signed by the applicant and the Department of Housing and Economic Development/Bureau of Planning and Zoning
- _____ Project Narrative (Written description of project)
- _____ Two typed, signed and notarized applications
- _____ \$525.00 signed check made payable to “City of Chicago, Department of Revenue”
- _____ Affidavit of property owner notification (Sample provided in package)
- _____ Notification to property owners example letter (Sample provided in package)
- _____ Adhesive mailing labels for all surrounding property owners (Condominium association addresses are required for 26 or more unit buildings)
- _____ Economic Disclosure Statement – Completed by owner and applicant (sample provided in package)
- _____ Site Plan, Landscape Plan, Building Elevations, Floor Plans and a Plat of Survey – Three Copies (Please do not include electric, plumbing, ventilation or mechanical plans)
- _____ Property owner authorization (If applicant does not own property)
- _____ Public notice sign (issued at time of filing)
- _____ Affidavit of public sign posted returned to ZBA (Must be returned to be placed on an upcoming ZBA agenda)

For further information, please call 312.744.5822 or email ZBA@cityofchicago.org.

FORM OF AFFIDAVIT

Date

City of Chicago – Zoning Board of Appeals
City Hall – Room 905
121 N. LaSalle St.
Chicago IL 60602

Zoning Board of Appeals:

The undersigned, _____, being first duly sworn under oath, deposes and states the following:

That the undersigned certifies they have complied with the requirements of Section 17-13-0107A of the Chicago Zoning Ordinance, Title 17 of the Municipal Code of Chicago, by serving written notice, either in person or by USPS first class mail, on the owners of all property within 250 feet, excluding the number of feet occupied by streets, alleys, other public ways and property owned by the applicant, in each direction of the lot lines of the subject property located at _____, that the notice contained the address of the location for which the special use is requested, a brief statement of the nature of the requested special use, the name and address of the legal and beneficial owner of the property for which the special use is requested, a statement that the applicant intends to file an application for a special use on approximately _____, that the applicant made a bona fide effort to determine the address of the parties to be notified under the above ordinance, that the applicant certifies that the accompanying lists of names and addresses of surrounding property owners within 250 feet is a complete list containing the names and last known addresses of the owners of the property required to be served and that the applicant has furnished in addition to a list of the last known owner and addresses, a list of the method of service (in person or by first class mail).

Signature

Subscribed and sworn to before me this
_____ day of _____, 20____.

Notary Public

TYPICAL LETTER OF PROPERTY OWNER NOTIFICATION

Date

Dear Property Owner:

In accordance with Section 17-13-0107-A of the Chicago Zoning Ordinance, Title 17 of the Municipal Code of Chicago, please be informed that on or about _____, the undersigned will file an application with the City of Chicago Zoning Board of Appeals for a variation in the nature of a special use for the property located at _____.

(State nature of special use application and brief project description)

The undersigned is the owner of the subject property and my address and phone number is _____. (If subject property is held in trust, identify name and address of trustee and contact information of the beneficial owners of said trust).

Sincerely,

Note to Applicant: The name and address of the legal and beneficial owner(s) of the subject property must be contained in your notification letter. If you are not the owner of the subject property, then also state in the letter your interest in the property – i.e. contract purchaser, lessee, tenant etc.